SFTP Instructions

SFTP is a standard universal secure file transfer process supported by any SFTP client application connecting to a SFTP server. If you are unfamiliar with the SFTP process or client option we can offer the following information.

1. Connecting to and uploading files to the ADHS SFTP server will require a SFTP client or an application that can upload files using the sftp protocol. Most sftp connections are done from a user's PC or a server that might run a sftp client or application. If you do not have a sftp client here are a few common and free download SFTP clients:
    a. FileZilla
    b. WinSCP
    c. CoreFTP
    d. Cyberduck
    e. Transmit (Mac)

2. You may need or want to ask your IT for support/assistance if you can't install apps on your own PC. Sometimes your network or firewall team may need to allow outbound connections for port 22 (SFTP).

SFTP Destination Configuration

1) Running a sftp client app will ask for a few values. They will be host name or address, user account, password and protocol or port number. Here are the values you would use connecting to the ADHS sftp server.
    a) Host name: (Destination): **sftp.azdhs.gov**
    b) Username: *Provided via secure email*
    c) Password: *Provided via secure email*
    d) Protocol: **SFTP** or, Port number: **22**
2) Once connected you will be in a dedicated directory for your account.
3) *Account is site specific not user specific. If you plan to have more than one person uploading files they can use the same credentials but we will need them to sign our User Agreement and Confidentiality forms and return to us. These forms are required before we create the account..*

SFTP Outbound Firewall Configuration

Some organizations may impose strict outbound firewall policies blocking our destination/server. If this applies to your organization share this information with your security team.

Below is a sample screenshot of an SFTP client as an example of how to enter the details above. All clients look relatively the same.
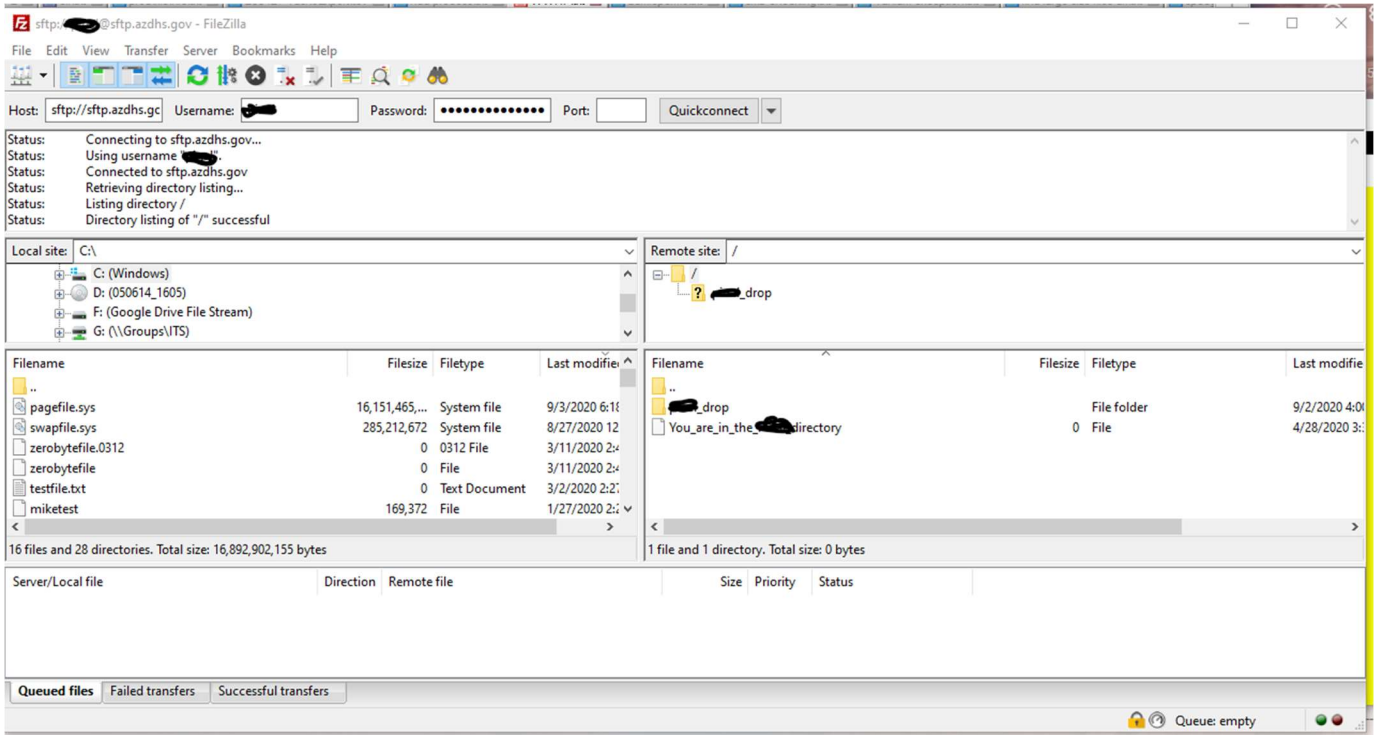
The first time you connect to a new host you will get prompted to accept that hosts' keys. Select Trust this host and click Ok to be logged in. At this point you can upload files into your directory by selecting the files from the directory list on the right side of the screen into the name_drop directory.
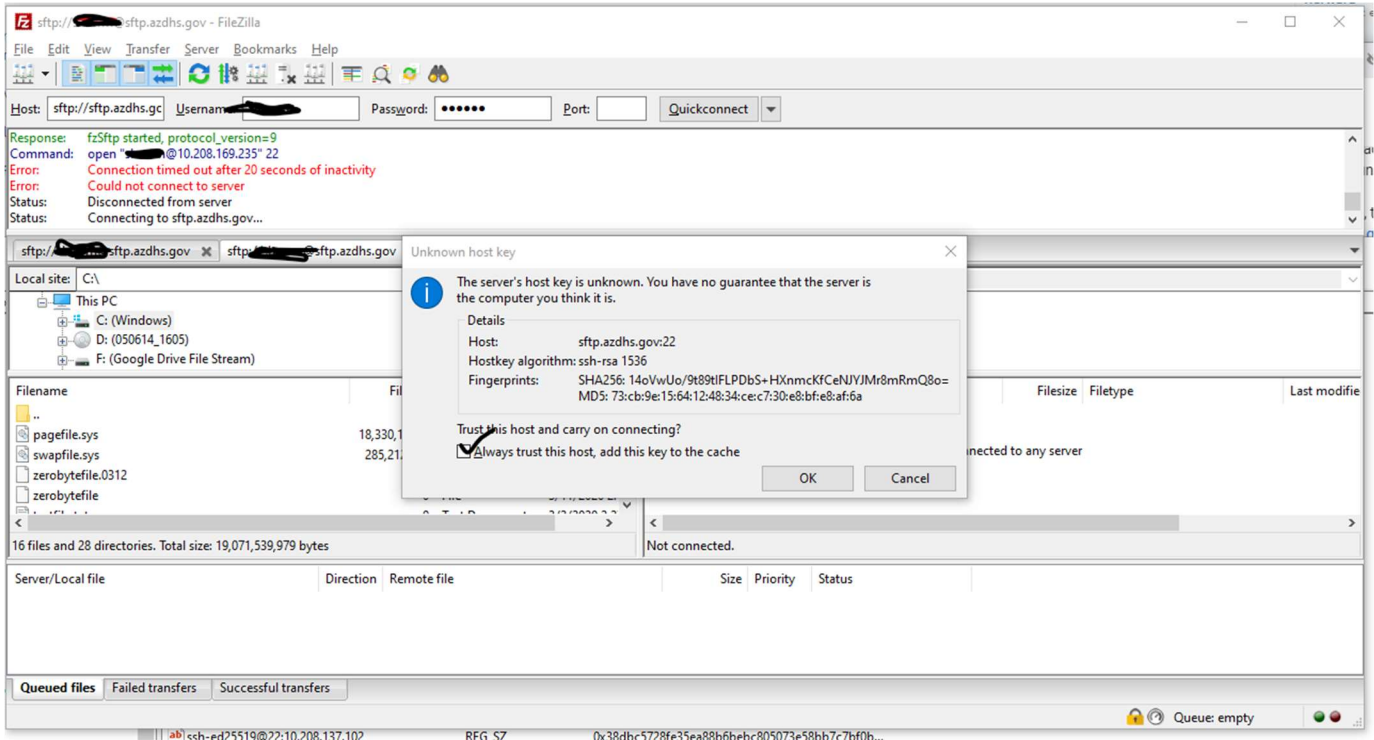
Disclaimer: This is not to promote or support one sftp client over another, but to provide information to assist you in the process.